

School/Community Relations

Denial of Access to Requested Records

**RATIONALE FOR DENIAL OF
ACCESS TO PUBLIC RECORDS**

1. On (date) a request was made for the following documents: (description of documents requested) by (name of person requesting access).
2. On (date) (name of custodian of records/designee) provided notice that the records requested would not be provided.
3. The reason for denial of access to requested records is as follows:

(Brief rationale, i.e.,
 - a. No such document exists.
 - b. The record requested is a closed record relating to the performance of a specific employee §610.021(3).
 - c. The record requested is an internal memorandum prepared on behalf of a member or members of the Board consisting of recommendations, advice, or opinion for use by the Board in the Board's decision-making process §610.010(6).)
4. A completed copy of this form was provided to (name of person requesting record) on (date) by means of (describe how provided, i.e., certified mail, hand delivery, etc.) by (name of person delivering completed form).

By: _____ Date _____
Custodian of Records/Designee

A copy of this document is to be provided within three business days of denial of request.